



NORRIDGE POLICE DEPARTMENT



Employee Warning Notice

Name: David Drwal Star #: 36 Date: November 7, 2017

TYPE OF VIOLATION

Attendance	Carelessness	Insubordination	Late Arrival/Early Quit
Failure to Follow Instructions	Rudeness Towards Citizens	Willful Damage to Equipment	Personal Business While on Duty
Unsatisfactory Work Performance	Violations of Policy/Procedure	Motor Vehicle Crash	X Missing a Court Date

Date of Violation: November 6, 2017 Time of Violation: 0900

DESCRIPTION OF VIOLATION:

Officer Drwal missed a court date. The court date was the result of a subpoena. Officer Drwal did not contact the department or the State's Attorney for an excused absence in violation of Administrative General Order A-25 Court Appearance.

OFFICER'S STATEMENT:

☒ I agree with the above description ☐ I disagree with the above description

My reason is: _____

David Drwal
Officer's Signature

36
Star #

11/08/2017
Date

ACTION TAKEN	DATE	SUPERVISOR NAME & STAR
X Verbal Warning	11/07/17	<u>[Signature]</u>
Written Warning		
Disciplinary Write-up		

CONSEQUENCES IF VIOLATION OCCURS AGAIN:

Per Department policy, a second violation within the next 12 months of the date of this violation will result in a Written Warning.

I have read and understand this warning;

David Drwal
Officer's Signature / Star#

11/8/17
Date

Supervisor Issuing Warning:

[Signature]
Supervisor's Signature / Star #

11/8/17
Date